

Not-to-Exceed Dates

Purpose To provide guidance on the roles and responsibilities in monitoring personnel actions with not-to-exceed dates.

Definition Personnel Actions that have not-to-exceed dates, e.g., temporary promotion, detail, temporary appointment.

Supervisor/Manager	Step	Action
	1	Submits a request for a personnel action with a not-to-exceed date through HRConnect no later than Monday before the effective date.
ARC HR Processing	Step	Action
	2	Processes NTE actions based on date of receipt in ARC HR.
ARC HR Staffing	Step	Action
	3	Use NFC and HR Connect reports to: <ul style="list-style-type: none">• Monitor the not-to-exceed date for temporary promotions, temporary appointments and details• Notify supervisor of the need to submit an extension or termination action.
ARC HR Processing	Step	Action
	4	Use NFC and HR Connect reports to: <ul style="list-style-type: none">• Monitor the not-to-exceed date for LWOP.• Monitor employees who have been on LWOP for 30 days.• Notify supervisor of the need to submit an action.
Supervisor/Manager	Step	Action
	5	Submits a request for an extension or termination of temporary action through HRConnect no later than Monday before the effective date.
ARC HR Processing	Step	Action
	6	Receive personnel actions in HR Connect <ul style="list-style-type: none">• Finish coding the action in HR Connect.• Print the personnel action and review for accuracy• Forward to ARC HR Staffing
ARC HR Staffing	Step	Action
	7	ARC HR Staffing will: <ul style="list-style-type: none">• Review and approve personnel action before the effective date.• Return action to ARC HR Processing for input

ARC HR Processing

Step	Action
8	<p>Processes actions in HR Connect and NFC</p> <ul style="list-style-type: none">• Checks NFC to verify action applied.• After PAYE runs, also checks PQ032.• Receives and processes the SF-50, Notification of Personnel Action:<ul style="list-style-type: none">○ Files the SF-50 in chronological order on right hand side of OPF.○ Mails copies 1 & 3 to agency point of contact

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